



March 2014

Department of Resources Recycling and Recovery

HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

HD23 Cycle - Fiscal Year (FY) 2014/15

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GRANT CYCLE OVERVIEW

This resource document provides applicants with a cycle overview, instructions about how to access and complete the application online, and information about grant administration. The online application can be accessed on the Grant Management System Web (GMSWeb) webpage www.calrecycle.ca.gov/Grants/GMS/default.htm.

The Department of Resources Recycling and Recovery (CalRecycle) offers the Household Hazardous Waste (HHW) Grant Program pursuant to Section 47200(a) of the Public Resources Code. The purpose of the grant is to assist local governments in implementing safe HHW programs, which may include public education, source reduction, reuse, recycling, load checking and collection components.

TIMELINE FOR HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM HD23, FY 2014/15

Date	Activity
April 2, 2014	Question and Answer Period <ul style="list-style-type: none"> Questions may be submitted from application release date to this date Questions must be submitted by email
April 16, 2014	<ul style="list-style-type: none"> All answers will be posted (tentative)
April 30, 2014	Application Deadline <ul style="list-style-type: none"> Applications must be submitted in GMSWeb by this date Customer service will only be available until 4:00 p.m. on this date
May 29, 2014	Secondary Due Date If Resolution not submitted with the application: <ul style="list-style-type: none"> Approved Resolution must be uploaded in GMSWeb by this date If applicant does not have an Environmentally Preferable Purchases and Practices (EPPP) policy at time of application: <ul style="list-style-type: none"> EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date
July 15, 2014	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
March 29, 2017	Grant Term Notice to Proceed to this date
March 29, 2017	Final Progress Report, final Payment Request and Request for 10 percent withhold deadline

ELIGIBLE APPLICANTS

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or regional application. One entity must be identified as the lead applicant to act on behalf of itself and its participating jurisdictions. The grants are available to:

- Local governments (cities, counties, and city and counties) as defined in Public Resources Code section 30109 that have direct responsibility for HHW management.
- Joint Powers Authorities (JPA) if the JPA agreement includes solid and/or hazardous waste management responsibilities.
- Qualifying Indian Tribes with direct responsibility for HHW management. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 - (1) Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 - (2) Can establish that it is a government entity and meets the criteria of the grant program.

If more than one application is submitted by an applicant, it will be the applicant's responsibility to decide which application should go forward. If the additional application(s) are not withdrawn, all applications from that applicant will be disqualified, and that applicant will be eliminated from any regional application of which it is a part. Applicants with open CalRecycle grants must be in good standing and comply with grant reporting requirements before they can receive an HHW grant.

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all Regional Participating Jurisdictions. The Regional Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead Participant. If a jurisdiction is a Regional Participating Jurisdiction in a regional application, it may not apply individually.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

Joint Powers Authorities may submit a grant application as an individual applicant. The JPA must submit a copy of their joint powers agreement giving them authority over solid or hazardous waste management, listing all member entities, and containing the signature of all members.

ELIGIBLE PROJECTS

This grant cycle has been designed for smaller projects that complement existing and/or regional HHW programs in California. Grant applications must include one or more of the following types of projects:

- HHW public education and outreach for general audiences (may include extended producer responsibility (EPR) information).
- Implementation of new and sustainable EPR collection opportunities (e.g., retail take back or collection events of batteries or fluorescents).
- Set-up and operation of temporary or mobile collection program for one-day or multi-day collection events.
- Minor improvements to an existing HHW facility. (Examples include but are not limited to: storage bins, signage, painting, paving, shelving, etc.)
- Purchase of personal protection equipment and/or 8-hour refresher Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) training.

Projects that do not fall within one of these five categories will not be eligible for grant funding.

AVAILABLE FUNDS

- A total of \$1,500,000 is available for this cycle FY 2014/15, subject to funding availability.
- \$50,000 is the maximum available for individual applicants.
- \$100,000 is the maximum available for the following applicants:
 - Rural area counties (must have a population of 200,000 or less)
 - Regional or JPA applicants

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on March 29, 2017. **This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.**

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than March 29, 2017.

CalRecycle recommends reserving the period from March 1, 2017 to March 29, 2017 exclusively for the preparation of the Final Progress Report and final Payment Request, though they may be completed

earlier. **Costs incurred to prepare the Final Progress Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term which starts when the Grantee receives a Notice to Proceed from CalRecycle and ends on March 29, 2017 (*see “Grant Term” for additional information*).

Eligible costs include, but are not limited to:

- HHW public education and outreach for general audiences (may include EPR information).
- Implementation of **new** and sustainable EPR collection opportunities, to include but not limited to:
 - Promotion of an ongoing retail take-back program such as batteries or fluorescent lamps at local hardware stores, businesses, or government facilities.
 - Promotional collection events hosted at businesses or government facilities.
 - Promotional public education and outreach materials specifically for local retail take-back programs.
- Set-up and operation of temporary or mobile collection program for one-day or multi-day collection events.
- Minor improvements to an existing HHW facility. (Examples include but are not limited to: storage bins, signage, painting, paving, shelving, etc.).
- Purchase of personal protection equipment and/or 8-hour refresher Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) training.
- Overhead/indirect costs up to 10 percent of the total grant funds that have been reimbursed. For more detail on overhead/indirect costs, refer to *Exhibit B - Procedures and Requirements* for HD23 Cycle FY 2014/15.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed letter or after March 29, 2017.
- Costs for planning and/or design of HHW facilities.
- Costs to maintain an existing HHW program.
- Developing or expanding a permanent facility on non-government owned property.
- Equipment or services not related to the project.
- Management, handling, disposal, or treatment of radioactive explosive or medical wastes.
- Personnel costs not related to the project.
- Public education and outreach not related to the project.
- Purchase or lease of land.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

Prior to award, all questions regarding eligible/ineligible costs should be raised in the Question and Answer phase of the application period. After award, all questions should be directed to the Grant Manager. Detailed information is described in *Exhibit B - Procedures and Requirements*.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle’s core values, all grant applicants are required to develop, adopt and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Any applicant who does not have an EPPP Policy in place when it submits its application may certify it will adopt one by the secondary due date.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies open the EPPP Information document located in the Resource Document section of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to grants@CalRecycle.ca.gov. Questions must be received by **April 2, 2014** or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at <https://secure.calrecycle.ca.gov/WebPass/>.

After logging into [GMSWeb \(https://secure.calrecycle.ca.gov/Grants/\)](https://secure.calrecycle.ca.gov/Grants/), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Household Hazardous Waste HD23: FY2014/15 and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

For Regional Applications

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.
- For JPA Applications, add the names of each member and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$50,000 for individual applicants and \$100,000 for regional, rural, and JPA applicants. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, so skip the Matching Funds field.
- Enter the Assembly District(s) and Senate District(s). To select more than one district, hold the "Ctrl" key while selecting the numbers.
- Enter the Applicant's department name, e.g., "General Services." If the Applicant does not have a department the Applicant's name may be entered.
- Enter the grant payment mailing address.

- Project Summary/Statement of Use: Provide a brief description of your project (3-5 sentences).
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for Environmentally Preferable Purchases and Purchases Policy. See documents section for more information regarding EPPP Policy requirements.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact's detail screen. The contact will be able to log into GMSWeb using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the grant manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the grant manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Enter a dollar amount in each applicable category by selecting the category name. In the Budget detail screen, enter the total budget amount and enter itemized costs in the Budget Detail section. The itemized costs should support expenditures for each activity identified in your Work Plan.

Admin Costs – Budget Category

In the Budget Detail section, type in the amount of Administration Costs and Overhead/Indirect Costs. Eligible costs are more fully explained in the Overhead/Indirect Cost section of the Procedures and Requirements.

Budget Category: Admin Costs	
* ⓘ Budget Amount:	3000.00
Budget Detail: Administration Costs = \$2,000 Overhead/Indirect Costs = \$1,000	

Site(s) Tab

All applications must contain project site(s) information. Enter the **Site Name**. Use the drop down arrow of the **Site Type** and select **HHW Facility**. Type in the complete address and select the County. Enter the **Budget Amount** for this site and type a brief **Summary** of the project in the space provided. Repeat the steps above if you have multiple project sites. See the following example:

* [?] Department/Site Name: Roseville HHW Facility

* Address/Site Type: HHW Facility

[?] Address Line 1: 500 Main Street

[?] Address Line 2:

City: Roseville

State: CA

Zip Code: 95678

* County: Placer

[?] Budget Amount: 100000

Summary: Expansion of an existing facility in the City of Roseville

See Grant Cycle Overview section for “Eligible Projects” information.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted in GMSWeb no later than 11:59 p.m. on April 30, 2014. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, you must click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Elements of each required document is explained below.

Narrative Proposal

The Narrative Proposal is used to describe the details of your proposed project. The response size for each section is limited to a range of 1,000- 1,500 characters and cannot be expanded. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the Household Hazardous Waste Grant Program.

Each section of this form must have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria below. After you complete this document, use the “save as” command and save the file in the following format:

NP_name of your organization_HD23.pdf (ex: NP_CityofCalifornia_HD23.pdf) then upload it within the Documents Tab.

For application tips, review the “Application Tips and Resources” document on the Summary Tab, in the Resource Documents section.

I. Applicant Name

Input the legal name of the applicant name who is applying for the grant.

II. Requested Grant Amount

Input requested grant amount.

III. Project Eligibility

Your project must meet one or more of the eligible activities listed within this section. Check all that apply to your proposed project.

IV. Project Description and Need

Describe your proposed project and whether or not it is a new program or the expansion of an existing program.

Explain why your project is needed.

Performance Measures

Describe how you will measure the results or success of the project.

V. Sustainability

*If your grant project includes “Implementation of new and sustainable EPR collection opportunities,” you must answer the following question to complete your application. If your project does not include this component, you may opt to leave this section blank.

Describe how the EPR collection opportunity component proposed in your grant application will remain financially viable after grant funds have been expended.

Work Plan

The Work Plan document must list the major activities, steps or tasks necessary to implement and complete your project. Provide a logical timeframe in chronological order for all proposed grant activities.

General Checklist of Business Permits, Licenses and Filings

The General Checklist of Business Permits, Licenses and Filings (CalRecycle Form 669) is a required application document. It can be found on the Summary tab under Application Documents. Check the appropriate box on each line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in the process of your project.

Environmentally Preferable Purchases and Practices Policy Notification

Any applicant who does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification by the secondary due date or the application will be disqualified. **Do not upload a copy of the policy.**

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for obtaining and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution Information

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Lead Application Requirements:

1. The Regional Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
3. Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Household Hazardous Waste Grant Program application on behalf of applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded prior to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

Letter of Authorization

A Letter of Authorization is used for grants that allow for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee. This is tentatively scheduled for July 2014.

If the total eligible requests for grant funds exceed the \$1,500,000 funding available, CalRecycle will establish a blind application numbering system. A public random selection process will be conducted to determine the order in which grant funds will be awarded.

CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested. CalRecycle reserves the right to not award any grant funds under one or more cycles. All awards are subject to funding availability.

GRANT AWARD CONDITIONS

When awarded, this Grant will be subject to two conditions:

- 1) The recommended Grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
- 2) The recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will nullify the grant award (i.e., the applicant will not receive a grant).

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the Grant awards, Grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's Approved Application with revisions, if any, and any amendments.

REPORTING PROCESS

Grantees are required to report on the progress of their grant. Two progress reports and a Final Report is required. The Grant Manager may request status information at any time during the term of the grant. The Final Report is due on March 29, 2017. Detailed reporting information is included in the Procedures & Requirements -- Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the Grant Manager's approval of these documents by March 29, 2017, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.